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**UNITED STATES MISSION POLAND**

**VACANCY ANNOUNCEMENT**

No. 15-24	<b>ADMINISTRATIVE CLERK (GSO)</b> <b>(TEMPORARY REPLACEMENT)</b>	April 27, 2015
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<b>OPEN TO:</b>	All Interested Candidates
<b>POSITION:</b>	Administrative Clerk (GSO)(Temporary Replacement), FSN-5/FP-9*
<b>OPENING DATE:</b>	April 27, 2015
<b>CLOSING DATE:</b>	May 11, 2015
<b>WORK HOURS:</b>	Part-time (25 - 40 hours per week)
<b>SALARY:</b>	*Not-Ordinarily Resident: US\$ 32,498 (yearly gross starting salary on a full-time schedule) (Position Grade: FP-9 to be confirmed by Washington) *Ordinarily Resident: PLN 54,401 (yearly gross starting salary on a full-time schedule)(Position Grade: FSN-5)
<b>Length of hire:</b>	Temporary: 3-9 months

**IMPORTANT NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Warsaw is seeking an individual for the temporary position of Administrative Clerk (GSO) in the General Services Office of the Embassy.

**BASIC FUNCTION OF POSITION**

This position is responsible for a variety of clerical functions in support of the General Services Office operations, including reception, telephone, mail, fax and copy machine operations. Acts as the GSO Administrative Clerk, maintains the Embassy's key log, and arranges maintenance and repair service for all copiers and faxes. Acts as the GSO Receptionist - greets all visitors to the unit, answering questions when possible and directing more complex questions to responsible employees. Assists newly-arrived American employees in move-in needs. Assists in communications with Internet service providers for a limited number of houses with Internet contracts signed by the Embassy. Liaises between the tenants and ACA regarding Internet services in other locations. Sends, receives, makes copies and distributes faxes, and mail. Prepares time and attendance biweekly reports for the GSO staff. Acts as backup for the GSO Secretary, orders supplies for the office and escorts visitors as necessary. Forwards incoming calls to the appropriate employee or office, after obtaining relevant information. Handles miscellaneous clerical and typing duties, such as accepting deliveries, updating rosters, directories, and general information sheets, and maintaining chronological and subject-matter databases. May perform other clerical duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office ext. 2275.

**QUALIFICATIONS REQUIRED**

***NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.***

1. Education: Completion of secondary school is required.
2. Prior Work Experience: At least one year of general office and clerical experience is required.

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3. Language Proficiency: Level 3 (good working knowledge) English is required.
4. Job Knowledge: General knowledge of standard office practices to perform job-related tasks is required. Familiarity with Microsoft Office computer software applications, and standard office equipment is required. Familiarity with the Embassy's organizational structure, as well as a good working knowledge of US Government practices, particularly in the office management field is required.
5. Skills and Abilities: Excellent service orientation when dealing with GSO visitors and employees is required. Skill in entering data into specialized computer software applications is required. Ability to operate standard office machines and equipment is required.

## SELECTION PROCESS

When equally qualified, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required above qualifications in the application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous US Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Locally Employed Staff (LE Staff) of US Mission Poland having served less than 90 calendar days in their current position are not eligible to apply.
3. Current LE Staff with an overall summary rating of *Needs Improvement* or *Unsatisfactory* on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. Selected candidate will be required to obtain a non-sensitive security clearance and a medical clearance.

## TO APPLY

Interested applicants for this position should submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UEA (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

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## SUBMIT APPLICATION TO

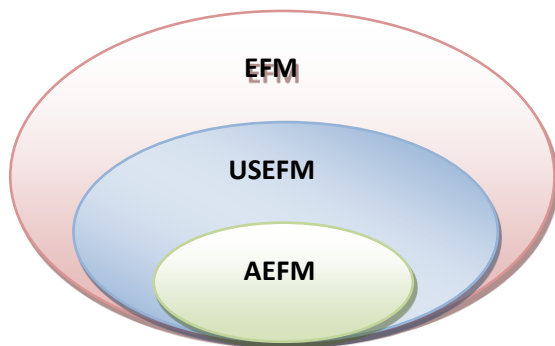
Human Resources Office  
U.S. Embassy  
Al. Ujazdowskie 29/31  
00-540 Warsaw  
email: WarsawRecruitment@state.gov  
Fax: 022- 504-2265  
or at the HR Office, 1<sup>st</sup> floor in Piekna building

### CLOSING DATE FOR THIS POSITION: May 11, 2015

The US Mission in Poland provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));

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- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is* a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,

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- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)

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- K. If applying for position that includes driving a U.S. Government vehicle,  
Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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